

## ESF #7 – RESOURCE SUPPORT

The following provides an outline for ESF #7 – Resource Support.

### Participating Departments/Agencies:

#### Nebraska Department of Administrative Services

- Accounting
- Budget
- Division of Communications
- Director's Office
- Employee Relations
- Information Technology / CIO Office
- Materiel Division
- NIS
- Risk Management
- State Building Division
- State Personnel
- Task Force for Building Renewal
- Transportation Services Bureau

### I. PURPOSE

ESF #7 will establish and manage a system to expedite the coordination, procurement and distribution of expendable supplies, office equipment and additional fixed facilities as needed to support a state emergency response.

### II. AUTHORITY

Various statutes authorizing DAS to accomplish the duties and responsibilities in an emergency response.

### III. SITUATION

In a long term or catastrophic event, state agencies and deployed state assets will require expendable supplies, materiel and fixed facilities with utility infrastructure, in order to meet their response mission.

### IV. ASSUMPTIONS AND PLANNING FACTORS

- A. The Governor may invoke emergency powers allowed by law and suspend other than “full and open competition” bidding and other procurement processes.

- B. A long term or catastrophic event will require expendable supplies, materiel, and personnel resources. Timely replacement/re-supply will enhance the productivity and efficacy of the other ESFs and the State Emergency Operations Center (SEOC).
- C. Allied agencies responding to the long-term or catastrophic event will also need re-supply.
- D. A catastrophic event may initiate a Continuity of Operations Plan (COOP) of one or more responding agencies. Facilities, office equipment, supplies, and personnel will need to be provided.
- E. Coordination with the SEOC, other ESFs, and deployed state assets needing support will need a central management system.
- F. The SEOC, other ESFs, and deployed State assets will use their agency's inventory first.
- G. State contracted commercial vendors, supply houses and service providers will expedite their response to purchase orders and other requests for goods or services.
- H. The movement or distribution of materiel will be restricted in the immediate disaster area.
- I. Reconstitution plans will be developed at the outset of the response.
- J. Accepted accounting practices will be followed to track disaster related expenses. See V.B. regarding personnel issues.

## V. ORGANIZATION/RESPONSIBILITIES

- A. ESF Representative: The ESF Representative will be the Director or Designee of Director of DAS. Responsibilities include, but are not limited to:
  - 1. Coordinating, managing and approving all required functions,
  - 2. Provide services from DAS for all agencies, boards and commissions.
- B. Accounting Administrator/Accounting Staff: The accounting function will be the responsibility of the Accounting Division. Responsibilities include, but are not limited to:
  - 1. Maintaining an accounting system for all disaster related expenditures,
  - 2. Ensure payments to vendors are continued,

3. Monitor usage and make payments for purchase card transactions,
  4. Process payroll,
  5. Monitor/audit all expenditures,
  6. Maintain accountability for warrants,
  7. Ensure integrity of data on all expenditures for processing through the NIS system, when available.
  8. Main Number is (402) 471-2581 and the fax number is (402) 471-2583.
- C. Communications Administrator/Communications Staff: The communications function will be the responsibility of the State Division of Communications. Responsibilities include, but are not limited to:
1. Transport and provisioning of voice, video, data, and cabling services.
  2. Main Number is (402) 471-2761 and the Data Help Number is (402) 471-2047. The After Hours Support Number is (402) 471-4636.
- D. Materiel Administrator/Procurement/Surplus/Office Supply Staff: The purchasing function will be the responsibility of the State Materiel Division. Responsibilities include, but are not limited to:
1. Managing all activities regarding purchase, inventory, and surplus and destruction (including recycling opportunities) of all state property.
  2. Main Number is (402) 471-2401 and the Fax Number is (402) 471-2089. There is a website with the address [www.das.state.ne.us/materiel/](http://www.das.state.ne.us/materiel/) available.
- E. Risk Management Administrator/Staff: The risk management function will be the responsibility of the Risk Management Division. Responsibilities include, but are not limited to:
1. Responsible for maximizing the reimbursement available for disaster related activities and expenditures.
  2. All procedures under this ESF will comply with Risk Management and insurance requirements for identifying losses, documenting losses, replacing real estate and personal property (this includes buildings, equipment, and vehicles), and expending resources to accomplish these functions.
  3. Any employee injury or death should be reported to the Risk Management Division. Concept of Operations attached with detailed instructions.

4. Main Number is (402) 471-2551 and the Fax Number is (402) 471-2800. The 24-hour Claim Report Line number is 877-537-7502.
- F. State Building Division Administrator/Facilities Managers/Architects/Engineers: The function of buildings, dwellings and facilities will be the responsibility of the State Building Division. Responsibilities include, but are not limited to:
1. Responsible for operation and maintenance of state facilities,
  2. Responsible for alternate leased and/or owned space,
  3. The Building Division has detailed floor plans and building specifications for facilities across the state with the exception of buildings within the Department of Roads and the Military Department.
  4. Main Number is (402) 471-3191 and the Leasing Coordinator's Number is (402) 471-0422.
- G. State Personnel Division: The personnel function will be the responsibility of the Personnel Division. Responsibilities include, but are not limited to:
1. Responsible for hiring and/or transferring state employees to other work sites or agencies.
  2. Responsible for coordinating state agency needs and personnel to complete the necessary functions.
  3. Main Number is (402) 471-2075 and the TDD Number is (402) 471-4693. For temporary employees the number is (402) 471-4093 or (402) 471-4458. Requested may also be faxed to (402) 471-3754.
- H. Transportation Services Bureau (TSB): The transportation function will be the responsibility of the Transportation Services Bureau. Responsibilities include, but are not limited to:
1. Responsible for ensuring efficient utilization and proper maintenance of all state owned passenger vehicles,
  2. Provide transportation services to all state agencies,
  3. Provides long-term lease and short-term rental of cars and vans. There are several rental pools located throughout the state. Locations are attached.
  4. Main Number is (402) 471-2897 and the Service Department Number is (402) 471-2381. The Dispatch number is (402) 471-2391.

## VI. PLAN DEVELOPMENT AND MAINTENANCE

The Dept of Administrative Services, Director or Director's Designee, will review and update this plan after each major event and at least annually. Changes or update will be submitted to the NEMA for inclusion in the SEOP.

### LIST OF ATTACHMENTS

ATTACHMENT	ITEM	PAGE
1	Risk Management Concept of Operations	ESF 7-6
2	TSB Pool Locations/Information	ESF 7-7

## **RISK MANAGEMENT CONCEPT OF OPERATIONS**

Risk Management insures state property, office equipment, telecommunications equipment, autos (hereafter referred to as state property), all of which are included in this ESF as items that may need to be accessed/replaced in the event of an emergency response.

If the event involves no damage to current state property, then there is no necessary role for Risk Management in the supply of additional resources during the event.

Risk Management should be involved in the replacement of the state property to ensure policy requirements are complied with so the state may obtain reimbursement of the replacements from the state's insurance carriers.

Regardless of the type of property damaged, the process should be the same:

- A. A review by Risk Management indicating the property is or is not insured should be accomplished.
- B. If the property is not insured, Materiel Division procedures should be followed without further involvement from Risk Management, regarding replacement.
- C. If the property is insured, the Materiel Division should work in procuring the replacement property. The process consists of:
  1. Approve replacement (i.e. complies with insurance) and notify of any restrictions on replacement,
  2. Direct payment by TPA or pay directly for replacement, if necessary, or notify buyers/contracting officers of any payment issues,
  3. Advise on the steps needed to document the loss/need to replace and secure any evidence needed to ultimately recover from the carrier,
  4. Required notification is provided to the carriers to allow for reimbursement.

If additional property is acquired during the event, notice should be provided to Risk Management. This information will allow items to be insured for immediate use.

If the property is insured and the replacement is to be reimbursed by insurance, Risk Management will need to approve any action to surplus or dispose of the old or replaced property.

## TSB POOL LOCATIONS/INFORMATION

I. PURPOSE

The purpose of the Transportation Services Bureau (TSB) is to centralize title to and ensure efficient utilization and proper maintenance of all state-owned passenger vehicles, and to provide transportation services to all state agencies, boards, and commissions.

II. AUTHORITY

Laws 1981, LB 381, and 39 are the authorizing statutes.

III. LEASE AND RENTAL VEHICLES

DAS Transportation Services Bureau provides both long-term lease vehicles and short-term rental of cars and vans. Seven (7) rental pools are operated in the locations listed below:

**DAS TSB Rental Pool Information**

<b>Pool Location</b>	<b>Street Address</b>	<b>City</b>	<b>Phone Number</b>
Omaha Pool	NSOB – 1313 Farnam	Omaha	595-2116
Omaha West Pool	15345 West Maple Road	Omaha	595-2180 Ext 200
Norfolk Pool	600 East Benjamin	Norfolk	402-370-3387
Kearney Pool	2802 30 <sup>th</sup> Avenue	Kearney	308-338-2008
North Platte Pool	200 South Silber, Craft SOB	North Platte	308-535-8118

<b>Pool Location</b>	<b>Street Address</b>	<b>City</b>	<b>Phone Number</b>
Lincoln Pool	1510 "M" Street	Lincoln	471-2391